

TIME MANAGEMENT



This program teaches skills and strategies for efficiently managing time and organizing work. Strategies learned include planning, note-taking, prioritizing, scheduling, responding when the day doesn't go as planned, handling interruptions, and staying organized.

LEARNERS WILL:

- Define time management
- Assess current time-management practices, including strengths and challenges
- Identify time wasters and what to do about them
- Prevent and control interruptions
- Organize communications

WHY THIS MATTERS:

Individuals who feel in control of how they spend their time also feel more productive and efficient. With insight and the adoption of specific techniques, the ability to manage time day-to-day will improve.

DELIVERY OPTIONS:

In-Person Full day

Live-Online Two 2-hour instructor-led sessions